



Contract Schedule of Values (SOV)

Agency/Higher-Ed

Contract SOV Purpose

- ▶ Once the Contract has been approved in OAKS CI, the Contract SOV will be created. The SOV will consist of Preconstruction Line Items.
- ▶ Note: If you have any pre con work provided by an EDGE provider, the Subcontractor/Supplier declaration must be approved in OAKS CI prior to the SOV submission.
- ▶ Workflow
Created by: **Contractor** → Submitted to: **A/E Approval**
→ Sent to: **PC Review** → Sent to: **PM Approval**

Roles & Responsibilities

- ▶ Contractor
 - ▶ Creates the Schedule of Values (SOV)
 - ▶ Identifies work items that are provided by Subcontractors and Material Suppliers
 - ▶ Negotiates details of the SOV with the Associate (A/E)
- ▶ Associate (A/E)
 - ▶ Reviews the SOV submission
 - ▶ Negotiates details of the SOV with the Contractor
 - ▶ Recommends Approval
- ▶ Project Manager (PM)
 - ▶ Reviews the SOV record
 - ▶ Requests clarifications and updates
 - ▶ Approves the SOV record
- ▶ Project Coordinator
 - ▶ Reviews the SOV record
 - ▶ Determines that EDGE participation is accurate

Getting Started

- ▶ Prior to submitting any request for payment, the Contractor must prepare and have approved a detailed Schedule of Values (SOV) that clearly and accurately reflects the costs of labor and materials including profit and overhead for each item of work.

Create New Contract SOV Record

- ▶ In OAKS CI navigate to:
 - ▶ Logs -> Contract Schedule of Values
 - ▶ Click New
 - ▶ Select Workflow (if necessary)

The screenshot shows the Oracle Primavera Unifier web application. The browser address bar indicates the user is logged in as 'Admin'. The left-hand navigation menu is expanded, showing a list of options. The 'Logs' option is circled in red, and a red arrow points from the text '(if necessary)' in the instructions to this option. The 'Contract Schedule of Values' option is also highlighted in the menu. The main content area displays a table with the following data:

Contractor Name	Contract
OCI Test General	001
OCI Test General	OCI-0900
OCI Test General	OCI-0900

Enter Information into the Record

- ▶ Complete the Upper Form (General Tab)
- ▶ Everything with a Red * is required

Create New Contract Schedule of Values - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/new?wftemplate_id=292&module_name=ucsov&csvimport=false&project

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling.. Add Attachment Discussion Cash Flow Close Window

General Contract Schedule of Values

General

Organization: Department of Administrative Services Record Number:

Project Number: OCI-080001 Creator: Katie Tuttle

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Title: Test SOV * Fee Title: SAO Standard Fee 1

Contract Information

Contract No.: 001 * Contractor Name: OCI Test General

Trade: CM at Risk Total Contract Amount (\$): \$62,500.00

EDGE Certified Prime?: Yes Line Item Total (\$): \$0.00

Difference (\$): \$62,500.00

Notes:

Action Details

Contracts SOV Details

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Spreadsheet Method

- ▶ Utilizes an externally produced excel spreadsheet that is imported into the SOV record
- ▶ Recommended for larger projects with numerous work requirements and SOV line items

Navigate to Spreadsheet

- ▶ Step 1: Open Excel spreadsheet from website:
<http://ofcc.ohio.gov>
 - ▶ Click- Documents Tab
 - ▶ Click- Standard Forms
 - ▶ Click- Procurement Tab
 - ▶ Click- Oaks CI Contract SOV Import Template- Contractor (Cloud)(Excel)

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Standard Forms

Concept Development Procurement Design Construction Post-Construction Misc

Procurement Forms
(Note: The Procurement Agreements have moved to the Agreements and Standard Requirements block below).
Page last updated: December 24, 2015

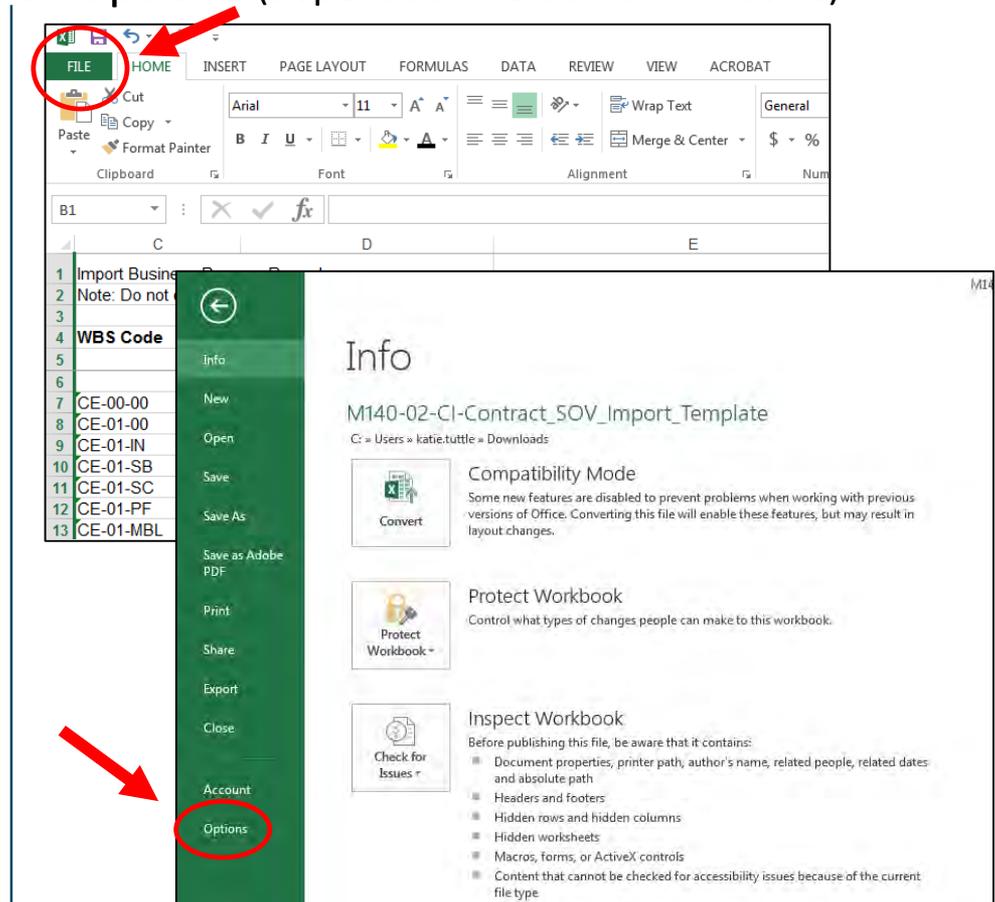
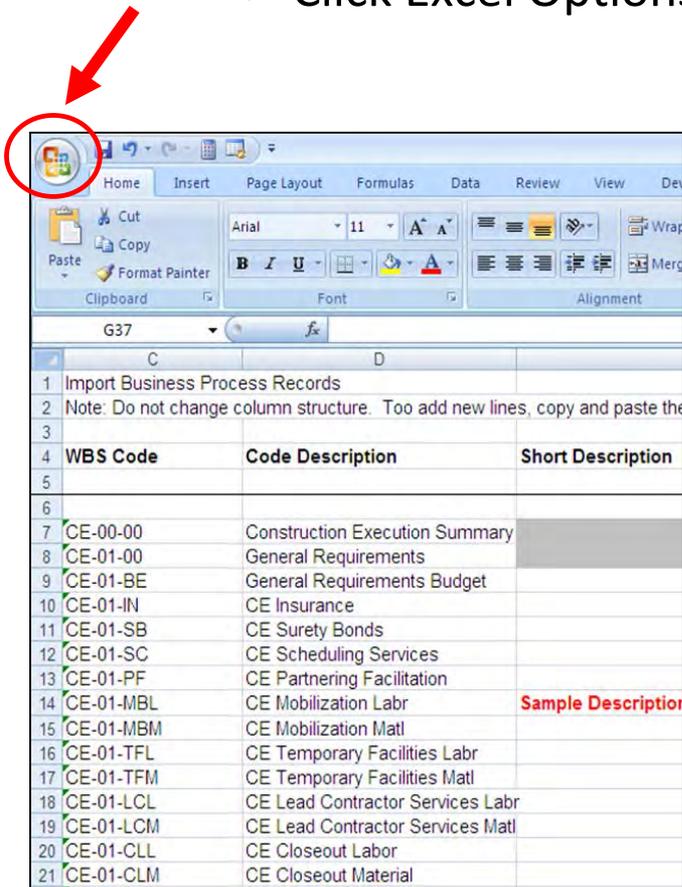
Form Title	Date	Number
OAKS CI Contract SOV Import Template - A/E (Cloud) (Excel)	2015-NOV	M140-05-CI
OAKS CI Contract SOV Import Template - A/E (K-12) (Excel)	2015-NOV	M140-05-CI
OAKS CI Contract SOV Import Template - Commissioning Agent (Cloud) (Excel)	2015-NOV	M140-06-CI
OAKS CI Contract SOV Import Template - Commissioning Agent (K-12) (Excel)	2015-NOV	M140-06-CI
OAKS CI Contract SOV Import Template - Contractor (Cloud) (Excel)	2015-NOV	M140-02-CI
OAKS CI Contract SOV Import Template - Contractor (K-12) (Excel)	v0314	M140-07-CI
OAKS CI Contract SOV Import Template - Owner Agent (Cloud) (Excel)	2015-NOV	M140-08-CI
OAKS CI Contract SOV Import Template - Owner Agent (K-12) (Excel)	2015-NOV	M140-08-CI
OAKS CI Contract SOV Import Template - Renovation Work (K-12) (Excel)	v0314	M140-09-CI

Enable Macros

▶ Step 2: Your Macros must be enabled to be able to prepare this file.

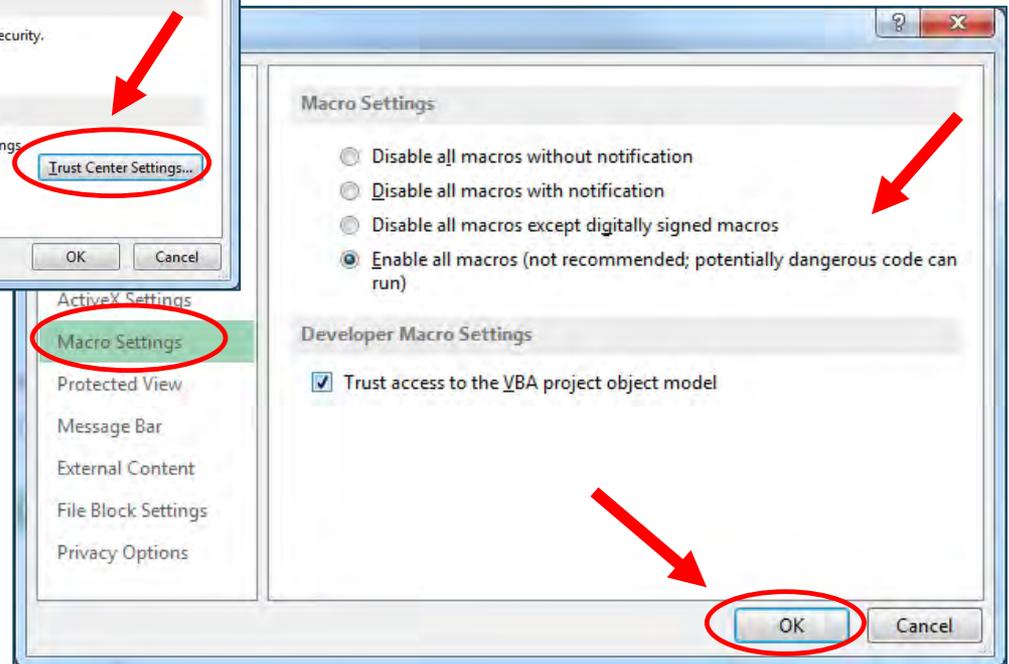
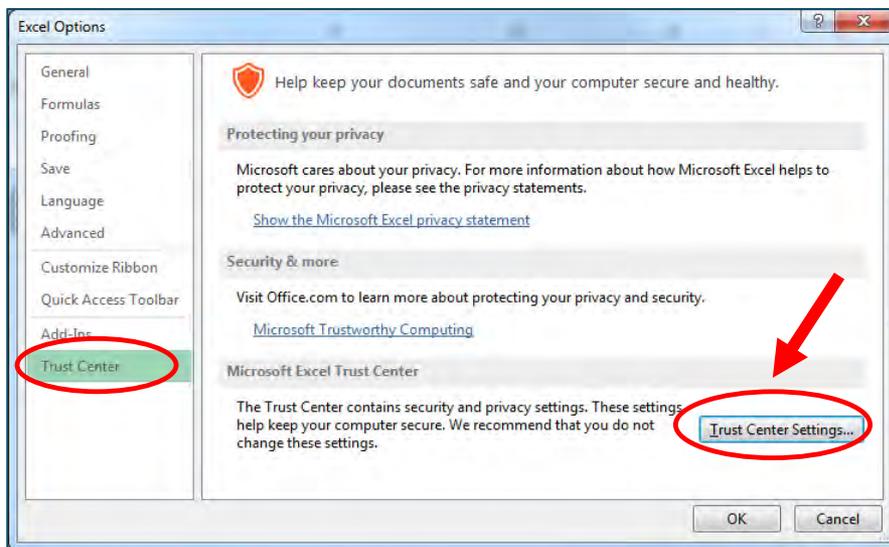
▶ To check that your macros are enabled:

- ▶ Click the Windows Circle or File (depends on version of Windows)
- ▶ Click Excel Options or Options (depends on version of Windows)



Enable Macros

- ▶ Click Trust Center -> Trust Center Settings
- ▶ Click Macro Settings
 - ▶ Choose “Enable all macros”
 - ▶ Check the “Trust access to the VBA project object model” box



Enter Contract SOV Line Items

▶ Step 3:

- ▶ Include **ONLY** EDGE Subcontractors/Suppliers
 - ▶ **Note:** If the Subcontractor/Supplier is EDGE, type (EDGE) next to your short description
- ▶ Make sure to spell the name of the Subcontractor/Supplier **EXACTLY** the way you spelled it on the Subcontractor/Supplier Declaration

The screenshot shows an Excel spreadsheet titled "M140-02-CI-Contract_SOV_Import_Template [Compatibility Mode] - Excel". The spreadsheet contains a table with the following data:

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
			\$13,000.00		
CE-00-00	Construction Execution Summary				
CE-01-00	General Requirements				
CE-01-IN	CE Insurance				
CE-01-SB	CE Surety Bonds				
CE-01-SC	CE Scheduling Services				
CE-01-PF	CE Partnering Facilitation				
CE-01-MBL	CE Mobilization Labr	Mobilization Labor (EDGE)	\$8,000.00	Mac's Mobiles	
CE-01-MBM	CE Mobilization Matl				
CE-01-TFL	CE Temporary Facilities Labr				
CE-01-TFM	CE Temporary Facilities Matl				
CE-01-LCL	CE Lead Contractor Services Labr				
CE-01-LCM	CE Lead Contractor Services Matl				
CE-01-CLL	CE Closeout Labr				
CE-01-CLM	CE Closeout Matl				
CE-01-OTL	CE General Conditions Labr				
CE-01-OTM	CE General Conditions Matl				
CE-FC-00	Facility Construction				
CE-FC-02L	Existing Conditions Labr				
CE-FC-02M	Existing Conditions Matl				
CE-FC-03L	Concrete Labr	Concrete Labor	\$5,000.00	Joe's Concrete	
CE-FC-03M	Concrete Matl				
CE-FC-04L	Masonry Labr				

Adding Additional Lines

- ▶ Step 4: If necessary, add additional lines to the SOV spreadsheet
 - ▶ Left click on the number of the line to highlight it
 - ▶ Right click and choose copy

The screenshot shows the Microsoft Excel interface with a spreadsheet. The spreadsheet has columns C through J. Row 19 is highlighted, and a right-click context menu is open over it. The menu options include Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Row Height..., Hide, and Unhide. The 'Copy' option is circled in red. A red arrow points to the row number '19' in the left margin. The spreadsheet data includes a table with columns: WBS Code, Code Description, Short Description, Amount (\$), Subcontractor/Supplier, and Notes.

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
			\$94.00		
CE-00-00	Construction Execution Summary				
CE-01-00	General Requirements				
CE-01-IN	CE Insurance				
CE-01-SB	CE Surety Bonds	surety bonds	\$25.00	bill's concrete	
CE-01-SC	CE Scheduling Services				
CE-01-PF	CE Partnering Facilitation				
CE-01-MBL	CE Mobilization Labr				
CE-01-MBM	CE Mobilization Matl	Trucks Mtl	\$35.00		
CE-01-TFL	CE Temporary Facilities Labr				
CE-01-TFM	CE Temporary Facilities Matl				
CE-01-LCL	CE Lead Contractor Services Labr				
CE-01-LCM	CE Lead Contractor Services Matl				
CE-01-CLL	CE Closeout Labr				
CE-01-CLM	CE Closeout Matl				
CE-01-OTL	CE General Conditions Labr				
CE-01-OTM	CE General Conditions Matl				
CE-FC-00	Facility Construction				
CE-FC-02L	Existing Conditions Labr				
CE-FC-02M	Existing Conditions Matl				
CE-FC-03L	Concrete Labr		\$34.00		
CE-FC-03M	Concrete Matl				
CE-FC-04L	Masonry Labr				
CE-FC-04M	Masonry Matl				
CE-FC-05L	Metals Labr				
CE-FC-05M	Metals Matl				
CE-FC-06L	Wood Plastic and Composite Labr				
CE-FC-06M	Wood Plastic and Composite Matl				
CE-FC-07L	Thermal and Moisture Protn Labr				
CE-FC-07M	Thermal and Moisture Protn Matl				

Adding Additional Lines

- ▶ Step 4 (cont.):
 - ▶ Right click on the line you want to be **below** the line you are inserting
 - ▶ Choose insert copied cells
 - ▶ Your line will show up above the selected line. You can edit the text in the line as necessary

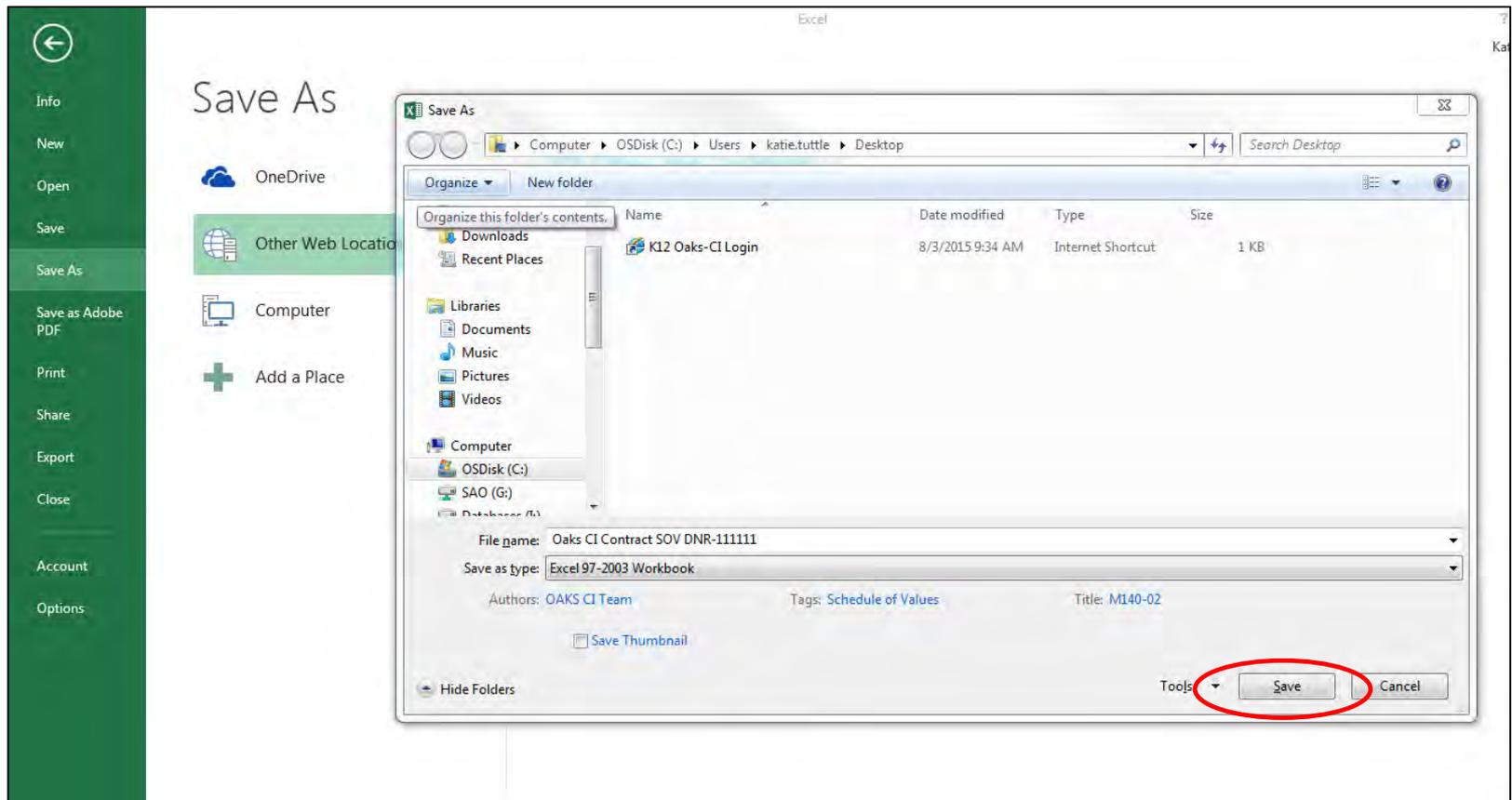
The screenshot shows an Excel spreadsheet with a table containing construction-related data. The table has columns for WBS Code, Code Description, Short Description, Amount (\$), Subcontractor/Supplier, and Notes. Row 18 is selected, and a context menu is open over it. The 'Insert Copied Cells' option is highlighted with a red circle. A red arrow points from a text box on the left to the 'Insert Copied Cells' option. Another red arrow points from the 'Insert Copied Cells' option to the 'Prepare interface file' button in the table.

WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Supplier	Notes
			\$94.00		
CE-00-00	Construction Execution Summary				
CE-01-00	General Requirements				
CE-01-IN	CE Insurance				
CE-01-SB	CE Surety Bonds	surety bonds	\$25.00	bill's concrete	
CE-01-SC	CE Scheduling Services				
CE-01-PF	CE Partnering Facilitation				
CE-01-MBL	CE Mobilization Labr				
CE-01-MBM	CE Mobilization Matl	Trucks Mtl	\$35.00		
CE-01-TFL	CE Temporary Facilities Labr				
CE-01-TFM	CE Temporary Facilities Matl				
CE-01-LCL	CE Lead Contractor Services Labr				
CE-01-LCM	CE Lead Contractor Services Matl				
CE-01-CLL	CE Closeout Labr				
CE-01-CLM	CE Closeout Matl				
CE-01-OTL	CE General Conditions Labr				
CE-01-OTM	CE General Conditions Matl				
CE-FC-00	Facility Construction				
CE-FC-02L	Existing Conditions Labr				
CE-FC-02M	Existing Conditions Matl				
CE-FC-03L	Concrete Labr				
CE-FC-03M	Concrete Matl				
CE-FC-04L	Masonry Labr				
CE-FC-04M	Masonry Matl				
CE-FC-05L	Metals Labr				
CE-FC-05M	Metals Matl				
CE-FC-06L	Wood Plastic and Composite Labr				
CE-FC-06M	Wood Plastic and Composite Matl				
CE-FC-07L	Thermal and Moisture Protn Labr				
CE-FC-07M	Thermal and Moisture Protn Matl				
CE-FC-08L	Openings Labr				

New line
will appear
above here

Save the Spreadsheet

- ▶ Step 5:
 - ▶ Name and Save the Spreadsheet- Very Important!



Prepare Spreadsheet for Import

- ▶ Step 6:
 - ▶ Make sure you have reviewed your spreadsheet with the A/E and PM
 - ▶ Click “Prepare Interface File”

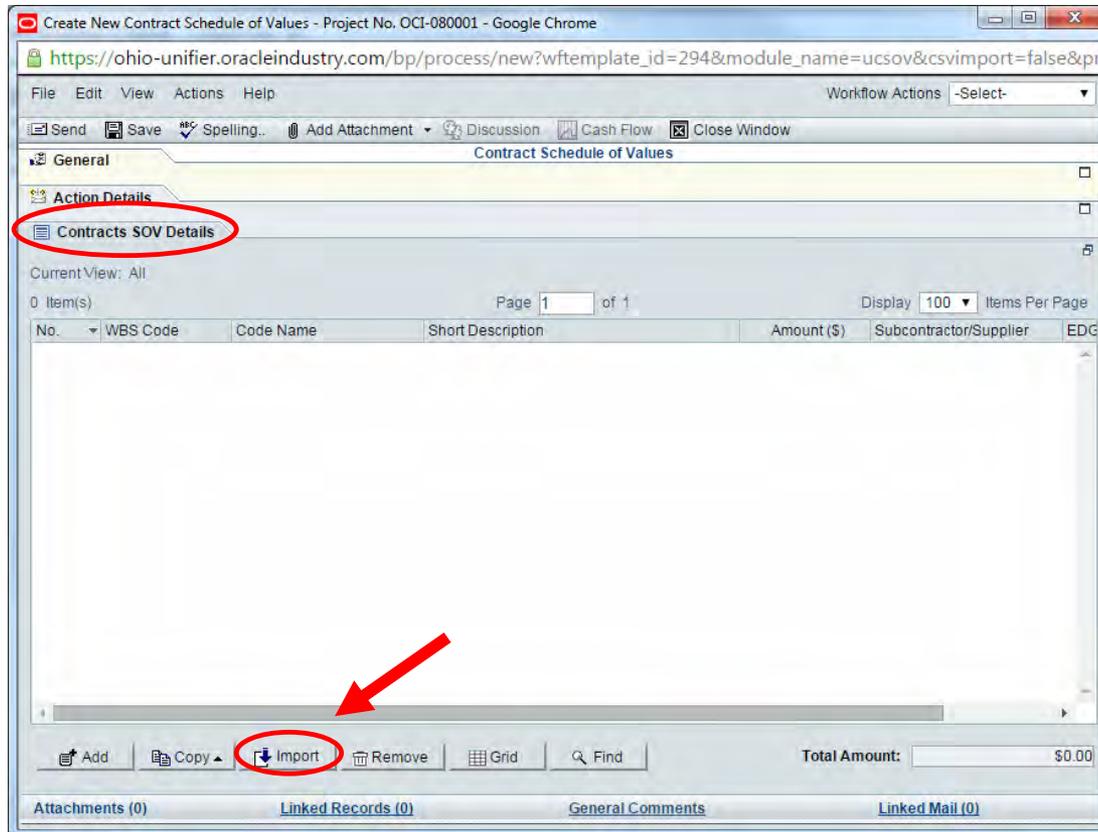
WBS Code	Code Description	Short Description	Amount (\$)	Subcontractor/Sup
			\$9,500.00	
CE-00-00	Construction Execution Summary			
CE-01-00	General Requirements			
CE-01-BE	General Requirements Budget			
CE-01-IN	CE Insurance			
CE-01-SB	CE Surety Bonds			
CE-01-SC	CE Scheduling Services			
CE-01-PF	CE Partnering Facilitation			
CE-01-MBL	CE Mobilization Labor	Sample Description	\$3,000.00	
CE-01-MBM	CE Mobilization Matl			
CE-01-TEL	CE Temporary Facilities Labor			

This box will appear indicating the file preparation is complete.



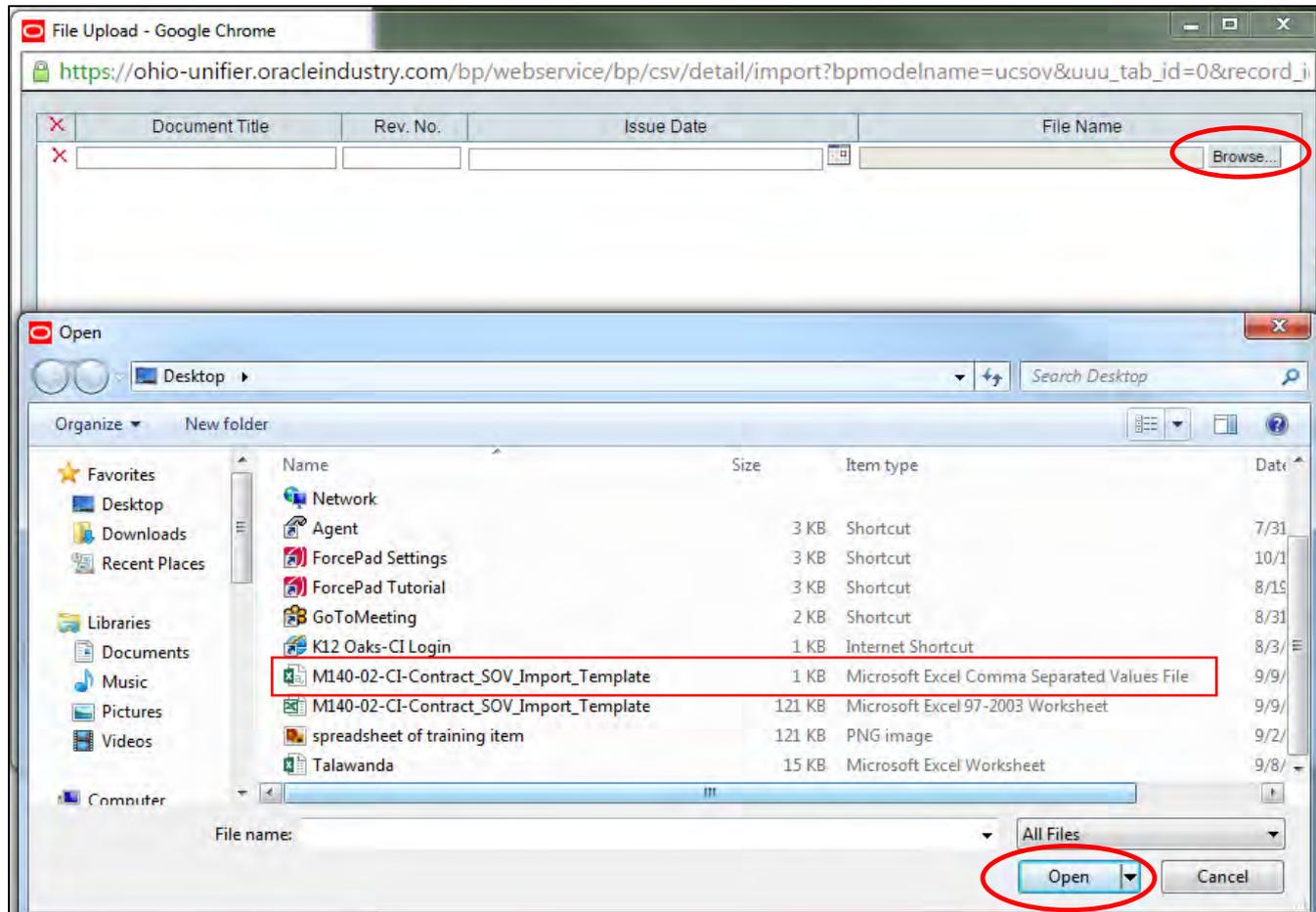
Import Spreadsheet

- ▶ Open the Contract SOV Record
- ▶ Click on the Contract SOV Details Tab
- ▶ Click Import



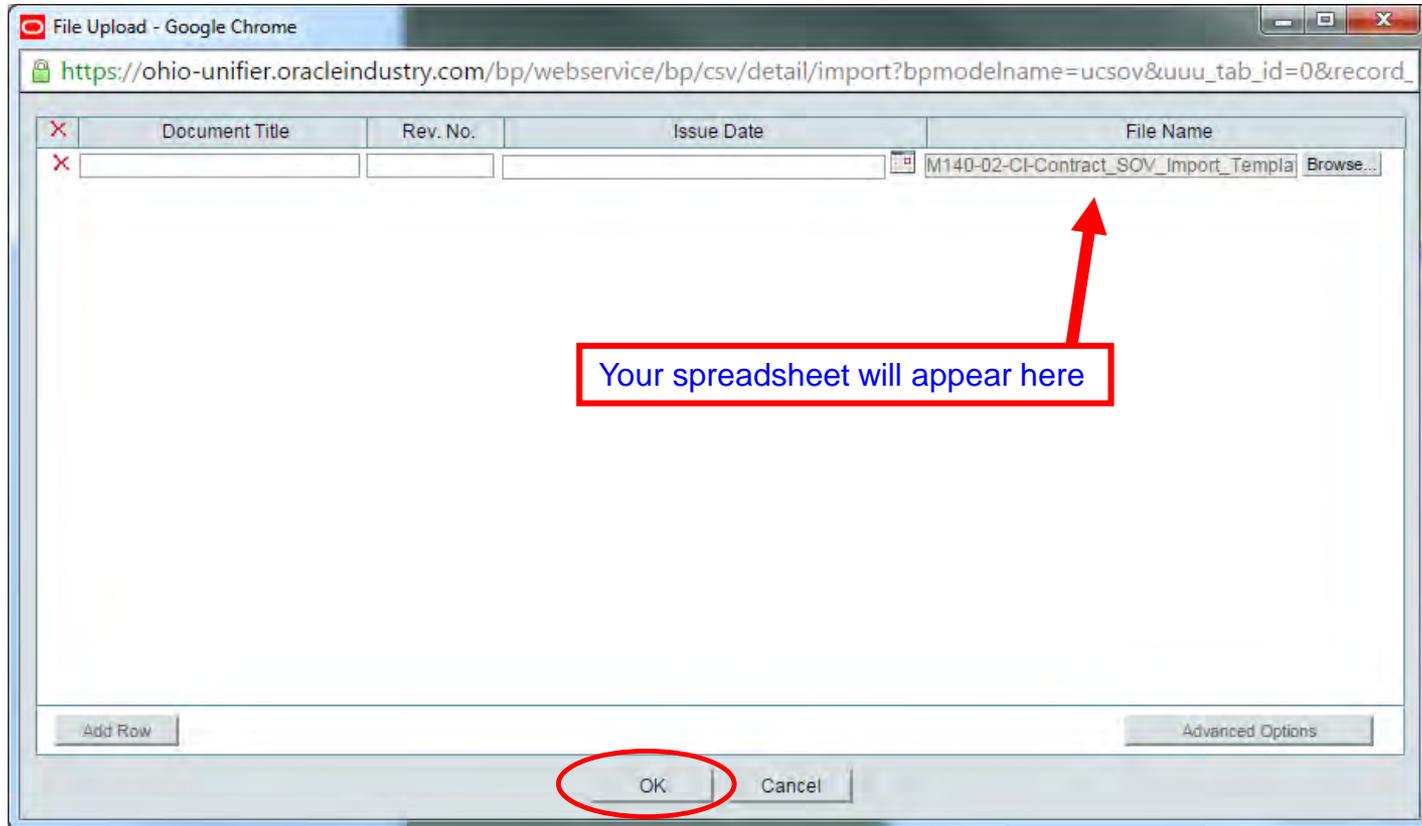
Import Spreadsheet

- ▶ Click Browse
- ▶ Navigate to the “Comma Separated Values (CSV File)” of your spreadsheet and select it
- ▶ Click Open



Import Spreadsheet

- ▶ Click OK



Review Imported Line Items

- ▶ When all SOV Line Item entries are imported:
 - ▶ Review the SOV information summary in the Contracts SOV Detail Pane
 - ▶ Verify that the total value in the Contract Amount Detail Block and the total amount in the WBS Detail pane are equal and the Difference(\$) value is zero (0.00)

The screenshot displays the Oracle Primavera Contract Schedule of Values (SOV) interface. The main window shows a table of 5 line items with columns for No., WBS Code, Code Name, Short Description, Amount (\$), Subcontractor/Supplier, and EDGE Certified?. A red arrow points to the 'Total Amount' field at the bottom of the table, which is set to \$30,000.00.

No.	WBS Code	Code Name	Short Description	Amount (\$)	Subcontractor/Supplier	EDGE Certified?
005	CE-FC-03L	Concrete Labr	labor -concrete 3	\$2,000.00		
004	CE-FC-03M	Concrete Matl	material-concrete	\$12,000.00		
003	CE-FC-03L	Concrete Labr	labor 2	\$12,000.00		
002	CE-FC-03L	Concrete Labr	labor -concrete	\$2,000.00		
001	CE-01-IN	CE Insurance	insurance	\$2,000.00		

Summary fields on the right side of the interface are also highlighted with a red box and a red arrow pointing to the 'Difference (\$)' field, which is set to \$0.00.

Record Number:	CSOV-0002
Creator:	Shauna Hooks
Creation Date:	09/05/2013 08:08 AM (UTC-5)
Status:	Approved
Fee Title:	SAO Standard Fee 1
Contractor Name:	OCI Test General
Total Contract Amount (\$):	\$30,000.00
Line Item Total (\$):	\$30,000.00
Difference (\$):	\$0.00

Complete Contract SOV

- ▶ Go to Workflow Actions and select Submit
- ▶ The (To) field will auto populate once the Workflow Action is selected
 - ▶ In this case, to the Associate (A/E)
- ▶ Click Send

Organization: Department of Administrative Service
Project Number: OCI-090004
Project Name: OAKS CI Training 4
Project Location: 4200 Surface Road

Record Number:
Creator: Katie Tuttle
Creation Date:
Status:

Submit
To...: Katie Tuttle, Kaylie Ruff, Moenique Morris, Oaks
Cc...:
Send For: Associate Approval

No.	WBS Code	Code Name	Short Description	Amount (\$)	Subcontractor/Supplier	EDG
002	CE-FC-03M	Concrete Matl	Concrete Material	\$30,300.00	Ben & Jerry's Concrete Com Y	
001	CE-FC-03L	Concrete Labr	Concrete Labor	\$25,000.00	Ben & Jerry's Concrete Com Y	

Total Amount: \$55,300.00

Associate Approval Step

- ▶ Associate
 - ▶ Reviews the record and performs one of the following Workflow Actions:
 - ▶ **Recommend Approval:** Approves the SOV submittal from the Contractor
 - ▶ **Return for Clarification:** Returns the SOV to the Contractor for revisions or corrections

If Returned to Contractor: Contractor Update Step

- ▶ Contractor: Provides clarifications or revisions to the SOV record and resubmits it for another review
 - ▶ Review the Contract SOV information
 - ▶ Make corrections or Add Attachments as necessary
 - ▶ Individual Line Items cannot be modified
 - ▶ First copy the line item (along with attachments)
 - ▶ Make changes to the copied line item
 - ▶ Click Remove to delete the original line item

Contract Schedule of Values - Test SOV - Project No. OCI-090004 - Google Chrome

https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=152859&model=ucsov&project_id=1021&in

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add Attachment Discussion Cash Flow Close Window

Contract Schedule of Values

General

Organization: Department of Administrative Service Record Number: CISOV-0016
Project Number: OCI-090004 Creator: Katie Tuttle
Project Name: OAKS CI Training 4 Creation Date: 01/04/2016 01:21 PM (UTC-8)
Project Location: 4200 Surface Road Status: Pending

Action Details

(Click here to view latest content)

To: [] Task Notes: []
Cc: []
Send For: []

Contracts SOV Details

Current View: All Show Currency In: Transaction Currency

2 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Code Name	Short Description	Amount (\$)	Subcontractor/Supplier	EDG
002	CE-FC-03M	Concrete Matl	Concrete Material	\$30,300.00	Ben & Jerry's Concrete Com Y	
001	CE-FC-03L	Concrete Labor	Concrete Labor	\$25,000.00	Ben & Jerry's Concrete Com Y	

Copy Line Items
Consolidate Line Items
Add Copy Import Remove Grid Find

Total Amount: \$55,300.00

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Resubmit the Contracts SOV Record

- ▶ After changes have been made, select Resubmit and click Send to advance the workflow
- ▶ The record will go back to the Associate (A/E) for review

The screenshot displays the Oracle Contracts SOV interface in a Google Chrome browser window. The title bar reads "Contract Schedule of Values - Test SOV - Project No. OCI-090004 - Google Chrome". The address bar shows the URL: https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=152859&model=ucsov&project_id=1021819. The "Workflow Actions" menu is open, and the "Resubmit" option is highlighted with a red circle. Below the menu, the "Resubmit" button is also highlighted in blue. The main content area shows the "Contract Schedule of Values" form with the following details:

- Organization: Department of Administrative Service
- Record Number: CSOV-0016
- Project Number: OCI-090004
- Creator: Katie Tuttle
- Project Name: OAKS CI Training 4
- Creation Date: 01/04/2016 01:21 PM (UTC-8)
- Project Location: 4200 Surface Road
- Status: Pending

The "Action Details" section shows the "Resubmit" button with a link to view the latest content, and the "Send For" field set to "Associate Approval". The "Contracts SOV Details" section shows a table with 2 items:

No.	WBS Code	Code Name	Short Description	Amount (\$)	Subcontractor/Supplier	EDG
002	CE-FC-03M	Concrete Matl	Concrete Material	\$30,300.00	Ben & Jerry's Concrete Com Y	
001	CE-FC-03L	Concrete Labr	Concrete Labor	\$25,000.00	Ben & Jerry's Concrete Com Y	

The "Total Amount" is \$55,300.00. The interface also includes navigation buttons like "Add", "Copy", "Import", "Remove", "Grid", and "Find".

PC Review Step

- ▶ Project Coordinator
 - ▶ Reviews the SOV and annotates receipt of the record
 - ▶ Performs one of the following Workflow Actions:
 - ▶ **Recommend Approval:** Forwards the SOV to the PM for Approval
 - ▶ **Return for Clarification:** Returns the SOV to the Contractor for revisions or corrections

PM Approval Step

- ▶ Project Manager
 - ▶ Performs one of the following Workflow Actions:
 - ▶ **Approve:** Approves the record
 - ▶ **Return for Clarification:** Returns the record for clarification, the submittal review and approval process is repeated

SOV Approval Completion

- ▶ Upon SOV final approval, the Contract Record will be opened by the Project Coordinator and marked “Final_Approved”
- ▶ Once the SOV is “Final_Approved” pay requests can be created.

Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211